

USER AGENCY RESPONSIBILITIES

User agencies are those that use parking areas controlled by the South Carolina Budget and Control Board. User agency **responsibilities** are:

1. To notify the Parking Services Office of the name, address and telephone number of the employee designated as their Agency Parking Coordinator, plus one alternate to act as a substitute when the primary Coordinator is absent. **It is strongly recommended that agencies choose employees from their payroll and/or human resources section since employees in those departments normally have more timely information concerning the comings and goings of employees.** Written notification must be sent to the Parking Services Office as soon as the Agency Parking Coordinator and an alternate are designated.
2. To notify the Parking Services Office whenever there is a change of Agency Parking Coordinator(s).

The Parking Services Office will provide a document to you via email to be used for this information, or you can input the information via our website at <http://www.gs.sc.gov/business/parking/BO-parking-forms.phtm>.

Upon notification of a new Agency Parking Coordinator or alternate, the Parking Services Office will contact the new Parking Coordinator to provide a parking information packet. This packet will contain all the forms needed for requesting a parking space and/or decals, requesting a change in parking assignment, requesting proxy ID/agency identification cards, and providing a change in employment status.

AGENCY PARKING COORDINATOR

The Agency Parking Coordinator will act as the liaison between the Parking Services Office and his or her agency employees. **The Parking Coordinator will:**

1. Inform his/her agency's personnel about the policies and procedures that apply to the state parking facilities and parking lots.
2. Notify agency employees of any changes related to state parking.
3. Provide forms to and assist agency employees with parking request forms such as applications for parking spaces, parking decals, vehicle placards, or proxy ID cards and requests for change in parking space assignment. The employee(s)' completed forms should be given to the Agency Parking Coordinator to check and forward to the Parking Services Office.
4. Notify Parking Services Office of agency employees who require handicapped-accessible parking arrangements and assist Parking Services personnel in the coordination of such arrangements.
5. Maintain and update the list of agency personnel who use agency spaces in the McEachern Parking Facility.
6. Account for and maintain accessibility of vehicle placards for shared agency spaces in the McEachern Parking Facility for use by designated employees.
7. Report lost or damaged McEachern Facility access credentials to the Parking Services Office immediately.
8. Notify the Parking Services Office immediately when a Capitol Complex employee:
 - a. Changes status from full-time to part-time **working less than 30 hours per week**.
 - b. Transfers to an outlying location.
 - c. Resigns.
 - d. Will be taking long- or short-term leave (of any kind).
9. Notify the Parking Services Office of any change in any agency employee status which may affect a parking assignment or eligibility.
10. Review quarterly reports on parking decals issued, parking space applications, assignments, requests for change, etc., provided by the Parking Services Office to ensure that those reports are correct. If not correct, notify the Parking Services Office of needed corrections.
11. Collect state surface lot decals when an employee resigns, retires, dies, transfers to an outlying location, not within the Capitol Complex or when the employee receives an assigned parking space in one of the state parking decks.
12. Collect McEachern Facility vehicle placards and proxy ID cards when an employee resigns, retires, dies, or transfers to an outlying location not within the Capitol Complex.
13. Notify the Parking Services Office of any employees who do not return their vehicle placards and/or proxy ID cards upon termination of employment or transfer to another state agency.

The Parking Services Office will notify the Agency Parking Coordinator of all changes and requests granted.